

PROFESSIONAL BEHAVIOR COUNSELING RECORD

Student's Name: Joe L.

Date of counseling: February 23, 1999

Date of incident: February 21, 1999

Sample

✓	Reason for Counseling	Explanation (use back of form if more space is needed):
	Integrity	<i>Joe reported to a field rotation 16 minutes late, he was not wearing (nor</i>
	Empathy	<i>did he have in his possession) a uniform belt and with "at least 2 days</i>
	Self - Motivation	<i>beard growth" according to field supervisor Johnson. When Joe was</i>
✓	Appearance/Personal Hygiene	<i>approached regarding this situation he became argumentative and told</i>
	Self - Confidence	<i>Mr. Johnson to "... mind your own business." Joe was asked to leave.</i>
	Communications	<i>Others that witnessed this exchange were Paramedics Davis and</i>
✓	Time Management	<i>Lawrence.</i>
	Teamwork and Diplomacy	
✓	Respect	
	Patient Advocacy	
	Careful delivery of service	

Follow-up (include specific expectations, clearly defined positive behavior, actions that will be taken if behavior continues, dates of future counseling sessions, etc.):

● Reviewed clinical Policies and Procedures manual section referring to personal appearance and hygiene, time management, and respect. I also reviewed the conduct at clinical rotations with Joe.

● Asked Joe to writ a letter of apology to field supervisor Johnson, and Paramedics Davis and Lawrence, which he agreed to do.

● I informed Joe that any further display of

disrespectful behavior will result in dismissal from the program. A continued
pattern of poor time management and/or poor appearance/personal hygiene could also
result in dismissal.

Sample

Bill Smith -Faculty signature

I have read this notice and I understand it.

Joe L. -Student signature

Dr. Jones -Administrative or Medical Director Review